

# Job Seeking Skills Workshops

## August 2015

★ **Midvale Employment Center**  
7292 S. State St. • Midvale

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

### Job Seeking Skills

#### RESUMÉ WRITING:

Aug 3	1:00 PM–3:30 PM
Aug 11	9:00 AM–11:30 AM
Aug 17	1:00 PM–3:30 PM
Aug 26	9:00 AM–11:30 AM
Aug 31	1:00 PM–3:30 PM

#### INTERVIEWING SKILLS:

Aug 4	9:00 AM–11:30 AM
Aug 10	1:00 PM–3:30 PM
Aug 18	1:00 PM–3:30 PM
Aug 24	1:00 PM–3:30 PM

#### NETWORKING STRATEGIES:

Aug 6	1:00 PM–3:30 PM
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#### \*LINKEDIN #1:

Aug 6	9:00 AM–11:30 AM
Aug 20	1:00 PM–3:30 PM

#### \*LINKEDIN #2:

Aug 13	9:00 AM–11:30 AM
Aug 25	1:00 PM–3:30 PM

#### RESUMÉ WRITING:

Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

#### INTERVIEWING SKILLS:

Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**NETWORKING STRATEGIES:** Learn how to design and implement a networking plan.

#### LINKEDIN #1:

Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

#### LINKEDIN #2:

Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

*\*Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

# Job Seeking **Skills Workshops**

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**August 2015** (continued)

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Life Skills	
BUDGETING AND CREDIT:	
Budgeting - Aug 18	8:30 AM–12:00 PM - TIER 1
Credit - Aug 20	8:30 AM–12:00 PM - TIER 1
FINDING HEALTHY RELATIONSHIPS:	
Aug 5	9:00 AM–12:00 PM BREAK 1:00 PM–4:00 PM
STRENGTHENING THE COUPLE RELATIONSHIP:	
Aug 12	9:00 AM–12:00 PM BREAK 1:00 PM–4:00 PM
PARENTING WITH LOVE AND LOGIC:	
Aug 19	9:00 AM–12:00 PM BREAK 1:00 PM–4:00 PM

**BUDGETING AND CREDIT:** Learn how to budget, save, repay debt and build credit.

**FINDING HEALTHY RELATIONSHIPS:**  
For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

**STRENGTHENING THE COUPLE RELATIONSHIP:**  
Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

**PARENTING WITH LOVE AND LOGIC:**  
Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.